

Early Loan Payoff Request

Date: [Insert Date]

To,

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Subject: Request for Early Payoff of Loan

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request the early payoff of my loan associated with account number [Insert Account Number].

As of today, I wish to pay off the remaining balance on this loan, and I kindly ask for a payoff statement detailing the total amount due. My intention is to settle this balance by [Insert Date you plan to pay off the loan].

If there are any penalties or specific instructions for the early payoff process, please let me know at your earliest convenience. I appreciate your assistance in this matter.

Thank you for your prompt attention to my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]